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## Success Stories Developer

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### **Position Statement**

Identifies, investigates and documents qualitative and quantitative mitigation successes. Gathers information from various resources that may include individual homeowners, businesses, state, county, city, and local officials to develop documentation of successful mitigation projects. The Success Stories Developer reports directly to the Special Projects Manager.

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### **Attributes**

#### **Knowledge**

Excellent knowledge of FEMA programs including CEO Branch Functions. Good knowledge of FEMA mitigation measures, funding and programs (Hazard Mitigation Grant Program, National Flood Insurance Program and 800 Series/Minimization Project, Small Business Administration and ***Project Impact***). Familiar with policies concerning equal employment opportunities, ethics, and safety. Understands roles and responsibilities of other federal and state agencies, and public and private business.

#### **Skills and Abilities**

- ❑ Ability to obtain and compose quantitative and qualitative data in well organized and illustrated reports.
- ❑ Proficient in MS Office Programs and desktop publishing.
- ❑ Uses clear and concise oral and written communications and can conduct effective interviews.
- ❑ Establishes priorities, makes logical and mission oriented decisions and can operate comfortably under stressful conditions in a politically sensitive environment.
- ❑ Ability to conduct in-depth interviews with people who may have suffered extensive disaster damage.
- ❑ Able to construct and publish professional documents to accommodate a wide range of readership.
- ❑ Story research and development, organizational, writing, self-motivational, time management and computer program, investigating skills.
- ❑ Ability to follow-up on story leads.

#### **Training**

- ❑ Website, Internet usage
- ❑ Marketing
- ❑ Technical Report Writing
- ❑ Computer Graphics
- ❑ Desktop Publishing Software
- ❑ Public Speaking
- ❑ All FEMA required courses (NEMIS, Mitigation, etc.)
- ❑ Human Service Overview

- ❑ Federal Response Plan

## **Experience**

- ❑ Two years investigative report writing.
- ❑ Two to three medium to large disaster related deployments in Mitigation CEO Branch.

## **Duties**

- ❑ Develop source list for completed Mitigation projects in affected area. (State Hazard Mitigation Officer, county and local officials, ***Project Impact*** participants, county and local Emergency Managers, Flood Plain Managers, Human Services, and Mitigation Advisors)
- ❑ Prioritize potential site visits based on initial canvass of projects.
- ❑ Coordinate site visits schedule with appropriate agencies and personnel.
- ❑ Develop print ready, well crafted reports for extensive distribution in and outside of FEMA.
- ❑ Document project and associated success with photos, interviews, technical data, reports and narrative.
- ❑ Create reports for FEMA Web page and other media intended for wide dissemination.
- ❑ Maintain activity log for submission to Situation and After-Action Reports.